



California  
Department of  
Health Services

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Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

May 16, 2006

**PPL No. 06-008**

**TO: LOCAL GOVERNMENTAL AGENCY COORDINATORS FOR THE  
TARGETED CASE MANAGEMENT PROGRAM**

**SUBJECT: 2006-07 TCM PARTICIPATION SURVEY – NEW INFORMATION**

The California Department of Health Services (CDHS) has reviewed and revised the requirements for the Targeted Case Management (TCM) Participation Survey submitted by Local Governmental Agencies (LGA) as notification of their intent to participate in the TCM program. These requirements are intended to encourage LGAs to carefully consider basic TCM requirements before declaring their intent to participate in TCM and before subcontracting TCM services to a private non-profit community-based organization (CBO). Please only submit these forms if you intend to participate in TCM. CDHS will review the survey information for program planning purposes only and will not audit LGAs based on this information.

The Participation Survey is attached. LGAs must return the Participation Survey and its attached documents, by hard copy postmarked by June 30, 2006.

The purpose of this Policy and Procedure Letter is to clarify relevant information being introduced regarding:

- The Performance Monitoring Plan (PMP), which must specifically address how the LGA ensures Non-Duplication of services as is stated in the TCM Provider Manual, Section T7-1-3 and T7-1-4. The plan must also include specific protocols and procedures to ensure coordination and continuity of care that is provided to eligible beneficiaries.
- Self Monitoring – Each LGA should address systematic controls identifying the self monitoring of each TCM program for all programmatic needs, as provided in the TCM provider manual Section 7 T.7-1-1 through T.7-2-2.

- The LGA profile update/purge form will verify the accuracy of the information on file for each LGA within the TCM system. In addition to the LGA profile/signature authority information currently maintained, an alternate signature authority profile is requested and will be added to the TCM system.
- The projected number of Medi-Cal TCM clients served per target group annually. The validity of these calculations will furnish the basis for information, which is needed for inclusion in the upcoming State Plan Amendment (SPA).

Continuing requirements will include:

- Current Billable Rate per Encounter and Maximum Claimable Amount (CAP),
- Projected number of Medi-Cal TCM encounters and CAP, and
- Fee Schedule and instructions for use.

If an LGA contracts TCM services to a private non-profit CBO, the following is required on the supplemental page (CBO Supplemental Information) of the participation form:

- The expected sources of funding for the contracted TCM services,
- The methods the LGA will use to monitor its CBO contracts, and
- The CBOs Performance Monitoring Plan and Fee Schedule plus instructions, if different than that of the LGA.

These forms are designed for online completion (go to [www.dhs.ca.gov/tcm](http://www.dhs.ca.gov/tcm)); however, hard copy forms with original signatures in blue ink must also be submitted as directed on the attached forms. To participate in the TCM program for state fiscal year 2006-07, the signed Participation Survey and all related documentation must be postmarked by June 30, 2006.

If you have any questions, please contact Ms. Barbra Liberty, Analyst, Targeted Case Management Unit, at (916) 552-9603 or [BLiberty@dhs.ca.gov](mailto:BLiberty@dhs.ca.gov).

Sincerely,

**Original Signed by Elizabeth Touhey**

Elizabeth Touhey, Acting Chief  
Medi-Cal Benefits Branch

Enclosure

LGA Coordinators  
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cc: Ms. Cathleen Gentry  
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